

shovel. Subsurface testing will usually be conducted in areas characterized by less than thirty percent surface visibility and in areas determined to have potential for buried archaeological deposits. The specific placement of subsurface tests will be determined according to:

- An assessment of the project area's site potential as defined during background research;
- Evidence of modern disturbance;
- Potential for buried deposits; and
- Local environmental variables affecting site potential (e.g., landform, slope, drainage, proximity to water, etc.).

In addition to determining the presence or absence of cultural resources, this type of archaeological testing also provides important information about soils and landscape development that are relevant to preparing an assessment of the project area's overall potential to contain cultural resources. Where sites are identified, efforts will be made to define the horizontal boundaries of each site. Site testing will also be used to attempt to determine the age and condition of the site deposits present.

All subsurface tests will be excavated according to natural and/or culturally defined strata in order to record the precise vertical location of potential archaeological deposits. Field observations concerning soil characteristics, the presence and location of archaeological remains, and evidence of disturbance will be recorded on field forms. All excavated soil will be screened through ¼-inch mesh hardware cloth to retrieve archaeological remains. Artifacts recovered during the survey will be placed in ziploc polyethylene bags along with field tags that identify their horizontal and vertical provenience. The location of all subsurface tests will be mapped using tapes and compasses and will be related to prominent local landmarks. All excavations will be backfilled upon completion. Photographs of site areas will be taken where appropriate. Kansas Site Forms will be completed or revised for all sites identified or investigated during the survey.

All background research, field investigations, and report preparation activities will be conducted in accordance with professional standards specified in the Secretary of Interior's Standards and Guidelines for Archaeology and Historic Preservation (Federal Register 48:190:44716-44742). All key project personnel performing these investigations will meet or exceed the qualifications described in the Secretary of the Interior's Professional Qualifications Standards (Federal Register 48:190:44738-44739).

E. CULTURAL RESOURCES REPORT ORGANIZATION

The report will generally conform to the following format.

A. Abstract Information

1. Cover Sheet
2. Title Page
3. Table of Contents
4. List of Figures
5. List of Tables
6. List of Plates

B. Report Contents

1. Introduction - This will identify the survey location, by whom it was conducted, and to what legislative laws and regulations it was pursuant. The introduction provides a brief summary of the goals of the survey, the scope of work, and a definition of the purpose of the document.
2. Project Description - This will include available information concerning the various reuse studies and present, in both graphic and narrative form, details of the action under consideration.
3. Environmental Context and Current Land Use - This will include a discussion of those environmental features that may have encouraged or inhibited settlement by aboriginal and Euro-American peoples and features that might affect the distribution, significance, or preservation of sites. A brief profile of current land use patterns within and near the project area and their potential affect on the cultural resources will also be included.
4. Background Research - Background information pertinent to the development of events (in history and prehistory) within the project area and its environs will be provided in this section.
5. Research Design and Methods - This will include an explanation and justification of methods and research strategy utilized. All standard methodologies and predictive models for which there is a title or printed reference will be appropriately cited.
6. Results of Investigation - A complete description of the results of the background research and field investigation are presented. Results from the review of national, state, and local inventories will be outlined in this section. References will be made to all inventories or site surveys consulted (e.g., NRHP, OSA, SHPO, HAER). When relevant, historic maps of the vicinity will be included with the project area illustrated on them. Discussion of the field investigation will include specific information about the area examined (e.g., field conditions, visibility, disturbances), the type and location of survey procedures used (e.g., surface survey, subsurface testing), and descriptions and locations of all sites and artifacts encountered. Maps will be provided showing survey conditions, site locations, site boundaries, and the location of subsurface tests.
7. Recommendations - Specific recommendations will be made concerning the potential eligibility of each cultural resource affected by the proposed action in accordance with 36 CFR 60.4 (National Register Criteria for Evaluation).
8. References - This section lists all source materials, informants, and locations housing source materials.
9. Appendices - The following materials may be included as appendices:
 - a. Project Correspondence: All letters or data concerning coordinative activities with the contracting agency, prime engineering firm, State Historic Preservation Office, and other involved agencies. Unresolved issues current at the time of final report preparation will also be reported here.
 - b. Artifact Inventory: A complete inventory of artifacts recovered together with appropriate provenience data.

c. **Project Personnel:** If required, a list of personnel involved that will include paragraph summaries stating the qualifications of the Project Manager, Principal Investigator (PI), Field Director and other person(s) who authored major portions of the report.

C. **Other Report Sections**

1. **Plates** - These will be included, as appropriate, throughout the report body. All original photographs will be black and white prints with captions giving location, view or detailed illustrated, and direction of the photo. Historic photographs will be accompanied by a similar level of information, and when possible, the year the photo was taken. Photographs may be used to illustrate the project area, representative test pits, and significant cultural remains or features.
2. **Project Location Maps** - A copy of the USGS map illustrating the project location and the locations of sites or districts will be included. The quad, scale, and north arrow will be indicated.
3. **Other Graphics** - These include copies of historic maps, site plans, and other relevant data. Each map will include the following information:
 - a. A north arrow or other directional indicator.
 - b. A scale. If no scale is available for a historic map, for example, this will be noted.
 - c. Map title, publisher, surveyor, and year of publication.
 - d. Project area illustrated.
 - e. When possible, caption will include a short explanation regarding the significance of the map.